

**Pre-proposal Conference Summary**  
**REQUEST FOR PROPOSALS**  
**PROJECT NUMBER K13-0018-25E**  
**Professional Development and Education Management**  
**August 23, 2012**

Judiciary Panel Representatives:

Faye Matthews, Deputy State Administrator  
Sharon Ball, Executive Director, Human Resources  
Gisela Blades, Procurement Officer

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Blades, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:10 am and asked the Judiciary panel representatives to introduce themselves.

Ms. Blades then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process

Ms. Blades placed emphasis on the following:

- As the Procurement Officer, Ms. Blades is the sole point of contact for the RFP. Making contact with anyone other than Ms. Blades could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
- RFP Section 1.1 – Offerors may propose a solution by team effort or individual.
- RFP Section 1.4 Contract duration may depend on proposed time line contained in the Offeror's Technical Proposal.
- RFP Section 1.8 Questions – there is no cut off date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer by September 6, 2012, 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.11 Revisions to the RFP – will be posted on the Judiciary's Procurement website and eMarylandMarketplace.

- RFP Section 1.13 Proposed candidates must be available for in-person interview
- RFP Section 1.20 Minority Business Enterprise – there is no MBE subcontracting goal assigned to the RFP.
- RFP Section 1.18 Public Records – Proposals can not be designated “proprietary” cover to cover. Mark confidential information as instructed and provide rationale.
- RFP Section 1.20 Mandatory Contractual Terms: Offerors need to address potential exceptions with the Procurement Officer prior to submitting a proposal.
- Technical response to the RFP should heavily focus on Draft Project Plan, which represents the most important element in the technical evaluation (RFP Section 3.4.5.1).

The Judiciary Panel conducted a brief overview of the Statement of Work, stressing the fact that the AOC is relying heavily on the expertise of the Offerors in creating the best, most efficient and most advantageous solution. The floor was then opened for questions. Ms. Blades requested that all questions be submitted to her in writing via e-mail. Any resulting Q&A documents will be posted to our web site and eMarylandMarketplace.

#### Items of discussion:

- Selected candidate is expected to work on-site in Annapolis for the duration of the project.
- Recommendation for the most optimal functionalities/capabilities of a Learning Management System (LMS) to meet the needs of the Judiciary is a deliverable. Actual acquisition of an LMS will be done by separate procurement. Cost of the LMS must therefore not be part of the financial proposal.
- The Contractor selected under this procurement will NOT be able to participate in subsequent LMS related procurements
- Current system is Pathlore
- The AOC is in the process of implementing Phase 1 of a new back-office system (PeopleSoft). The HR component is scheduled to be included in Phase 2.
- Current (new) video conferencing system is Polycom;
- HR currently has three full-time and one part-time trainer/instructor
- Judiciary employees are located in about 70 locales throughout Maryland
- The Judiciary currently offers 110 classes/year. Contractor is NOT required to convert all classes; rather, Contractor is required to conceive best conversion plan, prove that it works, and train OPD staff to identify and convert classes that are appropriate either for distance or blended learning. In addition, Contractor is required to transfer knowledge to OPD staff with respect to developing training for distance or blended learning.

- The price proposal is based on the assumption that the solution can be achieved by the equivalent effort of one full-time resource, whether or not total hours are divided into varying team members at varying hourly rates. Offeror is to add lines to the price form if varying labor categories are proposed. Whatever the composition of a proposed team in lieu of one person may be, it should not exceed the 2040 hr/year listed. If Offerors feel that this pricing model is not realistic or not to the Judiciary's best advantage, Offerors are encouraged to contact the procurement officer with an alternate model **prior to proposal submission**, so that the price sheet may be changed via addendum.

The meeting adjourned at 11:15 am.

**Notice: Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.**

**Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.**

Issued August 28, 2012

Gisela Blades.  
Procurement Officer